

AIMS HS and AIMS Science
School Years 2014-2015 Test Security Agreement
For Superintendents/Charter Representatives and District Test Coordinators

As Superintendent/Charter Representative or District Test Coordinator, I acknowledge that AIMS HS and AIMS Science are secure tests and agree to the following conditions of use to ensure the security of the tests.

1. Superintendents and Charter Representatives are responsible for all testing activities within their district/charter. Superintendents and Charter Representatives are allowed to designate a District Test Coordinator to act on their behalf.
 - a. An accurate Test Coordinator Information Sheet for school year 2013-2014 must be on file with the Assessment Section of the Arizona Department of Education (ADE).
 - b. If the designated District Test Coordinator is unable to attend a School Year 2014-2014 Pre-Test Workshop for AIMS HS and AIMS Science, the superintendent or charter representative is the only substitute permitted to attend in his/her place.
2. All necessary security precautions shall be in place to safeguard test materials.
 - a. Access to test books and answer documents shall be restricted.
 - b. The names of all persons having access to the test books and answer documents shall be kept on file by the designated district test coordinator.
 - c. All persons having access to the AIMS HS and AIMS Science test materials, other than students to whom the tests are administered, shall sign a School Year 2014-2015 test security agreement. Signed test security agreements shall be kept on file for 6 years.
 - i. Building administrators shall maintain the agreements signed by building staff.
 - ii. Superintendents/charter representatives shall maintain the agreements signed by building administrators.
 - iii. The Assessment Section of ADE shall maintain the agreements signed by superintendents and charter representatives.
 - d. All test books and answer documents shall be kept under lock and key except during actual test times.
 - i. Test books and answer documents shall be delivered to test administrators no sooner than the date of testing.
 - ii. Test books and answer documents shall be kept secure until they are distributed to students.
 - iii. Students shall not be permitted to remove test material from the testing room except under supervision of staff.
 - e. The AIMS HS and AIMS Science tests shall not be examined, read, or reviewed.
 - i. No content of the test shall be disclosed nor allowed to be disclosed.
 - ii. No test item shall be discussed at any time.
 - iii. No student responses shall be examined, read, or reviewed.
 - f. Upon completion of testing, all AIMS HS and AIMS Science test materials shall be returned to the designated district test coordinator.
3. The district superintendent or charter representative shall develop, distribute, and enforce disciplinary procedures for the violation of test security by staff.
4. *Test Preparation and Administration Practices*, guidelines approved by the State Board of Education in January 2003 and updated December 2007, shall be followed.
5. **All instructions in the *Test Coordinator's Manual* and the *Test Administration Directions*, which include reading the directions to students exactly as scripted in the *Test Administration Directions*, shall be followed.**

By signing my name to this document, I am assuring the Arizona Department of Education that I will abide by the above conditions and that anyone I supervise, who will have access to the AIMS HS and Science tests for School Year 2014-2015, will also sign a Test Security Agreement.

Superintendent/Charter Representative Signature: _____

Printed Name: _____ Title: _____

District Test Coordinator Signature: _____

Printed Name: _____

District/Charter: _____ Entity #: _____

Address: _____

City, State, Zip: _____